

FSSE Trustees

Minutes – 9 March 2014

Present: David Holtam, Rob Johnson, Philippa Stanger and Keith Walton

1. Establishment of FSSE as a Charitable Incorporated Organisation (CIO)

On 22 January 2014 we received notification from the Charity Commission that FRIENDS SOUTHERN SUMMER EVENTS has achieved charitable status and has been entered onto the Register of Charities with the Registered Charity Number 1155420.

We note the guidance provided by the Charity Commission to Trustees which is available on the Charity Commission website.

We agree:

- To adopt the new constitution agreed with the Charity Commission and ask the Clerk to Trustees to sign a copy of the constitution [and include a scan on the FSSE online document site – **action: David H**];
- To transfer the assets of FSSE (unincorporated) into the CIO – see bank account information below. FSSE has no assets or liabilities other than the bank account with CAF bank; and
- To dissolve the unincorporated organisation of FSSE at the next AGM, in accordance with the provisions set out in the 2007 constitution. [**Action: Hannah Rignell**]

Stationery

We ask our Treasurer, David Holtam to prepare a new FSSE letterhead bearing our charity registration number for use by Bookings Secretaries, Event Coordinators and others within FSSE to use in future. [**Action: David H**]

We ask the Webmaster to update the website with our registration information and make other changes as appropriate. [**Action: Keith**]

Bank accounts

CAF Bank, with which our bank account (00001469) is held, has informed us that in order to determine whether or not we need to establish a new bank account for the CIO, we will need to provide them with a signed copy of the new constitution, a signed copy of the old constitution, confirmation of registration from the Charity Commission, and a signed copy of minutes from the meeting at which the assets are transferred into the new CIO. Our preference is to continue operating under the existing bank account, given the name of our organisation has not changed, and we will inform CAF Bank that this is our wish. [**Action: David H**]

Annual report and accounts

We note that all CIOs must send their accounts and their annual report to the Charity Commission within 10 months of the end of their financial year, regardless of their level of income. Our year end

is 30 September, therefore the accounts filing deadline for FSSE is at the end of July. We ask our treasurer, David Holtam, to make arrangements for a copy of the accounts for the year to September 2013, including the signed examiner's report, to be sent to the Charity Commission. Any wording included in this document by way of an annual report should first be agreed with the Clerk of Trustees and the Clerk of FSSE **[Action: David H]**

2. Trustee indemnity insurance

We note that in 2013, FSSE spent £184 on the insurance premium to indemnify Trustees from any personal liability in the case of any claims made against FSSE, up to a total cover of £100,000. Now that FSSE is incorporated as a CIO, the organisation (and not the Trustees personally) has separate legal status and the organisation, not the individual Trustees, would be liable in the event of any future claim arising against FSSE. We therefore agree not to renew the Trustee indemnity policy for 2014.

3. New Trustees

We agree that we will approach several Friends to ask them to consider being FSSE Trustees, with a view to finding at least 2 or 3 people to replace those trustees who are rotating off at the end of this year.

Signed:

Philippa Stanger

Clerk to FSSE Trustees

9 March 2014